



City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

DATE: July 25, 1990	CHAPTER: Eight	PAI No. 2									
REFERENCES:	SUBJECT: Fire and Rescue Division Promotion Procedure										
<p>I. <u>GENERAL:</u></p> <p>The purpose of this procedure is to establish consistent promotional selection criteria for determining the best qualified personnel to receive promotions within the Hampton Fire and Rescue Division. Employees shall be selected for promotion based on merit and must meet all position qualifications. Non-job related criteria to include: race, sex, age, creed, color, religion, disability which does not preclude the ability to perform the essential functions of the position sought, shall have no bearing on the promotion selection. Fire and Rescue Division promotion registers shall remain closed and in effect for two (2) years from the date of establishment, unless a new competitive examination is conducted and a new promotion register is established prior to the expiration of the two year period as determined by the Fire Chief to be in the best interest of the Fire and Rescue Division, or the registers are exhausted. The Division's promotion examination process is defined as a process of applicant screening, written, practical, and oral examinations conducted by the City of Hampton Human Resources Department in close coordination with the Fire and Rescue Division.</p> <p>II. <u>ELIGIBILITY CRITERIA:</u></p> <p>Fire and Rescue Division personnel classified under the Public Safety Pay Schedule, must meet the following eligibility criteria in addition to the minimum qualifications established for the position for which promotion is sought:</p> <p>A. Any employee who has been demoted and/or suspended from duty and pay, as a disciplinary measure, shall be eligible to participate in the promotion examination process, but shall not be eligible for promotion for a period of one (1) year from the date of the demotion and/or suspension.</p> <p>B. Any employee who has been demoted and/or suspended from duty and pay as a disciplinary measure subsequent to being placed on a promotion register, shall be removed from such promotion register, and excluded from consideration for promotion for a period of one (1) year from the date of the demotion and/or suspension.</p> <p>C. Any employee who, at the time a position is being competed for the purpose of establishing a promotion register, has an official performance appraisal below Satisfactory or whose official performance appraisal is being deferred under the</p>											
Approved By: Dianne R Foster, Director – Human Resources	<table style="width: 100%; border: none;"><tr><td style="border: none;">Chapter No.</td><td style="border: none;">PAI No.</td><td style="border: none;">Page No.</td></tr><tr><td style="border: none; text-align: center;">8</td><td style="border: none; text-align: center;">2</td><td style="border: none; text-align: center;">1</td></tr><tr><td colspan="3" style="border: none;">Revision Date: September 1, 2004</td></tr></table>		Chapter No.	PAI No.	Page No.	8	2	1	Revision Date: September 1, 2004		
Chapter No.	PAI No.	Page No.									
8	2	1									
Revision Date: September 1, 2004											

City of Hampton

PERSONNEL ADMINISTRATIVE PROCEDURES

provisions of Chapter 4, Section VI, Personnel Policies Manual shall not be allowed to participate in the promotion examination process so long as such circumstances continue to exist. Further, any employee who receives an official performance appraisal below Satisfactory or has his/her performance appraisal deferred subsequent to being placed on a promotion register, shall be removed from such promotion register and excluded from consideration for promotion so long as such circumstances continue to exist.

III. APPLICATION PROCESS:

Fire and Rescue Division employees, who wish to compete for a promotion will be required to fill out a City of Hampton Application for Employment Form and submit it to the Department of Human Resources. The Department of Human Resources position posting (job announcement) shall be posted for a minimum of fourteen (14) calendar days in the Human Resources Department and appropriate Fire and Rescue Division locations. Completed applications must be submitted to the Department of Human Resources within the time period established on the position posting. Applications must be completed in sufficient detail for the Department of Human Resources to award credit for experience and education. Applicants should enter the titles of all positions held, dates the position(s) were held, and a brief description of responsibilities and/or areas of expertise. Applicants are responsible for submitting current college transcripts. Due to the many administrative tasks involved in administering this promotion examination process, applications will not be accepted after termination of the position posting. Therefore, it is the responsibility of concerned employees to ensure their applications are properly completed and submitted in a timely manner.

IV. EXAMINATION PROCESS

A. **SCREENING PROCESS:** Applicant screening is defined as an evaluation and crediting of points for experience and education.

1. The Department of Human Resources shall review each application in order to determine eligibility. Subsequently, each applicant will be awarded appropriate credit for experience and education utilizing the crediting plan in Section VI "Awarding of Points." Applicants who meet the minimum eligibility criteria shall be advised of their screening scores, in writing, not later than seven (7) calendar days after completion of the screening process. Applicants who do not meet the minimum eligibility criteria established herein, and/or do not meet the minimum qualifications standards established for the position for which a register is being established, shall be notified, in writing, of the reasons for disqualification not later than seven (7) calendar days after completion of the screening process. Any questions or discrepancies in points awarded must be directed to the Department of Human Resources prior to the close of business on the fourth calendar day after the date of written notification. After that time, screening scores will be assumed to be correct and no further changes will be

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

2

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

made. The Hampton Fire and Rescue Division shall appoint a coordinator who will deliver the letters to applicants to expedite the process.

2. In cases where the screening process produces less than five applicants for each position to be filled, the Fire Chief may waive the Written Exam, Practical Exam, and Oral Exam process and the Department of Human Resources will refer all eligible applicants, in alphabetical order, to the Fire Chief for final selection. Such waiver shall be in writing to the Director of Human Resources and shall be attached to the appropriate promotion register.

B. WRITTEN EXAM

1. The written exam shall be administered by the Department of Human Resources in coordination with the Fire and Rescue Division.
2. The exam shall require applicants to demonstrate, in writing, the knowledge, skills, and abilities required in the position being sought (i.e., Lieutenant, Captain, Battalion Chief, etc.). The written exam may be conducted in a variety of formats including: objective tests such as multiple choice, true/false, etc., essay tests, or a combination thereof.
3. The Department of Human Resources shall advise all qualified applicants of the date, time, and location of the written exam.
4. A maximum of 25 points may be awarded for the written exam.

C. PRACTICAL EXAM

1. The practical exam shall be administered by the Department of Human Resources in coordination with the Fire and Rescue Division.
2. The practical exam shall require applicants to demonstrate the knowledge, skills, and abilities required in the position being sought.
3. The Department of Human Resources shall advise all qualified applicants of the time, date, and location of the practical exam.
4. A maximum of 25 points may be awarded for the practical exam.

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

3

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

D. ORAL EXAM

1. The oral exam shall be administered by the Department of Human Resources in coordination with the Fire and Rescue Division.
2. The oral exam shall require applicants to demonstrate verbal communication skills and to verbally demonstrate the knowledge, skills, and abilities required in the position being sought.
3. The Department of Human Resources shall advise all qualified applicants of the time, date, and location of the oral exam.
4. A maximum of 30 points may be awarded for the oral exam.

V. EXAMINATION PANELS

- A. **FUNCTION:** Examination panels determine if an applicant possesses the required traits, characteristics, knowledge, skills, and abilities for promotion, and rate qualified applicants based upon training, experience, education, and other established job-related criteria.
- B. **APPOINTMENT OF PANEL MEMBERS:** When the Department of Human Resources has determined the qualified applicants for promotion, the Fire Chief will nominate seven (7) persons to serve on the examination panel. The list of names shall include at least one (1) and not more than three (3) persons not employed by the Hampton Fire and Rescue Division. The Director of Human Resources shall then appoint, in writing, five (5) of the seven (7) persons to serve on the examination panel, to interview and rate qualified applicants. The panel membership shall consist of uniformed and civilian personnel (with appropriate minority representation, including females). Uniformed members shall be an equivalent rank and grade, or above, as the position to be filled by promotion. Nominees not appointed by the Director of Human Resources shall serve as panel alternates, as necessary. The Director of Human Resources shall designate an individual(s) as Administrator to coordinate the examination panel who shall not participate in the actual applicant interviewing or rating process. The examination panel shall adhere to all criteria established in the guidelines for examination panels (see Attachment A).

VI. AWARDING OF POINTS

- A. **PURPOSE:** This crediting plan shall be used to list eligible applicants. Race, sex, creed, color, religion, disability which does not preclude the ability to

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

4

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

perform the essential functions of the position sought, and other non-job related criteria shall have no bearing on the use and/or application of this plan.

- B. LISTING OF ELIGIBLE APPLICANTS: Eligible applicants shall be evaluated based on the following procedures. The Director of Human Resources or his/her designee, in conjunction with the Fire Chief, shall document, as necessary, any additional requirements pertaining to the examination process prior to the use of this plan. Such determination shall be made a matter of record and shall be attached to the register to which it applies.

The promotional procedure will be based on a total maximum score of 100 points, calculated on the following scoring system:

Experience	Maximum 10 points
Education	Maximum 10 points
Written Exam	Maximum 25 points
Practical Exam	Maximum 25 points
Oral Exam	Maximum 30 points

1. EXPERIENCE

- a. To be eligible for Fire Lieutenant, Firefighters, Medic Firefighters, Firefighter/Training Instructors, Fire Investigator/Inspectors, or Fire Inspectors applying for the position of Fire Lieutenant shall have three (3) years experience in a full-time, paid position with the City of Hampton Fire and Rescue Division.
- i. Credit toward promotion shall be calculated at a rate of .1667 per month for full-time employment with the City of Hampton Fire and Rescue Division, starting on the 37th month.
- ii. Other experience of 48 months or less, i.e. volunteer or other paid department experience, shall be calculated at a rate of two (2) months other experience equaling one (1) month City of Hampton Fire and Rescue Division experience starting on the month that N.F.P.A. 1001 Firefighter I level or above was obtained. Other Fire Department experience or Volunteer Fire experience above and beyond 48 months shall be calculated at a rate of four (4) months other experience equaling one (1) month City of Hampton Fire and Rescue Division experience. Volunteer time cannot be conjunctive with full-time paid experience. The City of Hampton equivalent is then calculated at a rate of .1667 points per month.

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

5

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

- iii. The maximum creditable points for experience are ten (10).

EXAMPLE

- a. Firefighter with 6 years full-time paid experience with the City of Hampton Fire and Rescue Division and 8 years volunteer Firefighter experience applies for promotion to Lieutenant. Experience points are calculated as follows:

6 years full-time experience = 72 months
72 months – 36 months = 36 months
36 months x .1667 = 6.0012

8 years volunteer experience = 48 months @ 2:1=24 months and 48 months @ 4:1=12 months = 36 months equivalent city experience: 36 x .1667 = 6.0012

Total experience points = 12.0024 (Maximum points = 10)

- b. Lieutenant to Captain (minimum experience, two (2) years time in grade as a Lieutenant).
- i. Credit towards promotion shall be calculated at a rate of .1667 per month, starting at the month that grade of Lieutenant was achieved in the Hampton Fire and Rescue Division.
- ii. The maximum creditable points for experience are ten (10).
- c. Captain to Battalion Chief (minimum experience, three (3) years time in grade of Captain).
- i. Credit towards promotion shall be calculated at a rate of .1667 per month starting at the month that grade of Captain was achieved in the Hampton Fire and Rescue Division.
- ii. The maximum creditable points for experience are ten (10).

2. EDUCATION

- i. A maximum of 5 points will be awarded to those applicants having completed an Associate's degree or a minimum of 60 semester

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

6

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

hours in an applicable Bachelor's degree program.

- b. Continued education towards a Bachelor's degree in Fire Administration or a related field of study as determined by the Fire Chief shall be credited at a rate of .5 of a point per 6 semester hours completed up to a total of 5 additional points for the completion of a Bachelor's degree.
- c. A maximum of 10 points may be awarded for qualifying education, which for the purpose of this procedure, shall be defined as semester hours completed toward an Associate's degree in Fire Science and/or a Bachelor's degree in Fire Administration or a related field of study, as determined by the Fire Chief.

3. WRITTEN EXAM

Credit toward promotion for the written exam will be calculated as follows:

- a. A maximum of 25 points may be awarded for the written exam.
- b. In the case of objective tests such as multiple choice, true/false, etc., all questions answered correctly shall be awarded an equal number of points, calculated as follows:
$$25 \text{ points} - \text{total number of possible correct answers} = \text{the point value awarded each correct answer}$$
- c. In the case of essay tests or combination tests, the Fire Chief, in conjunction with the Director of Human Resources, shall identify and document the criteria for scoring and the method by which the 25 points shall be awarded for such tests. Such documentation shall be made a matter of record and shall be made available to candidates prior to the administration of the exam.

4. PRACTICAL EXAM

Credit toward promotion for the practical exam will be calculated as follows:

- a. Applicant's practical exam shall be rated by an examination panel appointed in accordance with Section V, B of this Instruction.
- b. The applicant's total score awarded by each panel member is derived by adding the ratings given of items one (1) through ten (10) on the Practical Examination Rating Sheet. The highest and lowest scores

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

7

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

given the applicant by the panel members are then excluded and the total of the other scores divided by three (3) becomes the overall rating awarded the applicant. Refer to Attachment B: Practical Examination Rating Sheet.

- c. A maximum of 25 points may be awarded for the practical exam.

1. ORAL EXAM

Credit toward promotion for the oral exam will be calculated as follows:

- a. Applicant's oral exam shall be rated by an examination panel appointed in accordance with Section VI, B of this Instruction.
- b. The applicant's total score awarded by each panel member is derived by adding the ratings given of items one (1) through eight (8), Part I, and adding the total points awarded for KSAs, Part II, on the Oral Examination Rating Sheet. The highest and lowest scores given the applicant by the panel members are then excluded and the total of the other scores divided by three (3) becomes the overall rating awarded the applicant. Refer to Attachment C: Oral Exam Rating Sheet.
- c. A maximum of 30 points may be awarded for the oral exam.

VII. PROMOTION REGISTER

- A. When the examination process is complete, the designated Administrator shall total the screening, written exam, practical exam, and oral exam scores for each applicant to derive a total numerical score, which shall be used to list applicants from highest to lowest.
- B. When all applicants have been properly listed, the designated Administrator and the appropriate panel chairperson shall sign and date the list of applicants and it shall become the promotion register for the position in question.
- C. In the case of any tie, applicants with the same scores shall be listed alphabetically in the same numerical position.

VIII. DEPARTMENT OF HUMAN RESOURCES REFERRALS FOR FINAL SELECTION

The Department of Human Resources shall refer the names of available eligibles from the promotion register, to the Chief for selection in accordance with Chapter 8, Section III D, Personnel Policies Manual.

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

8

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

- A. The Department of Human Resources shall refer an appropriate number of qualified applicants to the Fire Chief for consideration. The Fire Chief shall select from applicants referred by Human Resources. He/she is not required to make selection in any particular order.
- B. In the case of tied scores on the promotion register: when referring applicants, all applicants with that same score shall be referred to the Fire Chief for consideration.
- C. If extenuating circumstances, which in the opinion of the Director of Human Resources and/or the Fire Chief, prevent the applicant from accepting a position for which he/she has been selected, his/her name may be retained on the register in the same numerical order for a maximum of three job offers, after which his/her name will be removed from the register.

IX. OFFICIAL PERSONNEL RECORDS

During the promotion examination process, it may be necessary to review the official personnel folder of each applicant applying for a promotional position. Therefore, it is essential that each applicant's official personnel folder, maintained in the Department of Human Resources, be accurate and complete. It is the responsibility of each employee to ensure that his/her official personnel record is accurate and complete at all times.

IX. FAILURE TO ATTEND INTERVIEWS

Due to the many administrative tasks associated with the promotion examination process, any applicant who, after being properly notified, fails, for reason(s) unacceptable to the Director of Human Resources, to attend an exam or interview at the specified time, date, and location shall be terminated from the promotion examination process until the process is re-initiated in accordance with established personnel policy and procedure.

X. PREVIOUS INSTRUCTIONS

This instruction supersedes Personnel Administrative Instruction No. 5, same subject, dated July 1, 1992, as well as any other instructions and/or procedures issued concerning this subject.

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

9

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

ATTACHMENT A

GUIDELINES FOR EXAMINATION PANEL

FUNCTION: Examination panels determine if an applicant possesses the required traits, characteristics, knowledge, skills, and abilities for promotion, and rate qualified applicants based upon training, experience, education, and other established job-related criteria.

PREPARE TO BE AN EXAMINATION PANEL MEMBER:

1. **REVIEW THE JOB DESCRIPTION** – Each panel member shall, prior to an interview, review the job description for the position to be filled by promotion. This is essential because each applicant must be rated against the standards established for the position in question.
2. **REVIEW THE RATING SHEET FORMS** – Each panel member shall, prior to an examination, review the appropriate rating sheets, to be sure he/she has a clear concept of what each rating factor entails.
3. **REVIEW THE PANEL'S QUESTIONS** – Each panel member shall, prior to an examination, review the questions to be asked of each applicant and the response guidelines.
4. **RATING APPLICANTS** – Each panel member shall individually rate each applicant during the actual examination based upon the criteria established on the appropriate rating form. It is not unusual for an applicant to do well in one category and poorly in another. Panel members must be careful not to rate an applicant higher or lower in a specific category based on an impression of his/her overall qualifications. Each applicant should be rated in each category without regard to ratings given for previous categories.

Panel members should use the entire 1.0, 2.0, or 2.5 scales when rating applicants. If the extreme ends of the scales are avoided, scores will be grouped in very limited range.

5. **ORAL BOARD RATING SHEET:**

- A. Part I – Applicants shall be rated on a 0 to 1 point scale in the following areas, based upon established criteria and responses to the Panel's questions:
 1. **APPEARANCE, MANNER, BEARING:** Will they help or hinder the applicant in this position; in contact with civic groups, citizens, and the public he/she serves?

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

10

Revision Date: September 1, 2004

City of Hampton

PERSONNEL ADMINISTRATIVE PROCEDURES

2. ABILITY TO PRESENT IDEAS: Does the applicant have the ability to express himself/herself in a logical, convincing, persuasive manner? Or does he/she ramble, get confused, talk vaguely, or become verbose?
2. ALERTNESS: Does the applicant grasp ideas quickly, and do the responses indicate that he/she would quickly understand the problems in this job, or does he/she appear to be slow to understand, and only grasp the more obvious points?
3. JUDGEMENT: Does the applicant separate important from unimportant; consider all facts before arriving at a decision; know when to act; when to acquire more information before acting; know what situations justify departure from policy? Would you trust his/her judgment in this job?
4. SUPERVISORY CAPABILITIES: Does the applicant appear to have the ability to evaluate objectively the areas of his/her responsibility; to plan and direct the activities of subordinates; to implement, willingly, needed changes in procedure or policy? Can he/she effectively support the goals, objectives, and policies of the Fire & Rescue Division?
5. INITIATIVE, DRIVE, AND INTEREST: Does the applicant exhibit positive interest in the position; carry the conversation adequately and ask questions when necessary; show energy and ambition; feel he/she could make a contribution? Could he/she take command of a situation if called upon?
6. MATURITY AND EMOTIONAL STABILITY: Will the applicant be at ease; friendly, confident, tactful and adaptable in dealing with citizens, public officials, civic and business leaders, and subordinates, or would he/she tend to be submissive, overbearing, or impatient under trying conditions?
7. TECHNICAL KNOWLEDGE: Is it adequate for the position? Does the applicant respond to the panel's interview questions correctly without hesitation?

B. Part II – Applicants shall be rated on a 0 to 2.0 scale for each knowledge, skill, and/or ability (KSAs) specified in the qualifications for the position in question, based on information obtained during the oral examination.

6. PRACTICAL EXAMINATION RATING SHEET – Applicants shall be rated on a 0 to 2.5 scale for each knowledge, skill, and/or ability (KSA) specified in the qualifications for the position in question, based on the information obtained during the practical examination.

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

11

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

ATTACHMENT B

FIRE AND RESCUE DIVISION PRACTICAL EXAMINATION RATING SHEET

CANDIDATE'S NAME _____

TITLE OF POSITION _____

DATE _____

Based on performance during the practical exam, rate the applicant on each knowledge, skill, and/or ability described below:

RATING SCALE

0 - .5 Unsatisfactory

.75 – 1.75 Satisfactory

2.0 – 2.5 Outstanding

1. Knowledge of fire suppression methods, operations, and procedures.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

2. Knowledge of fire codes and procedures in combating, controlling, and preventing fires.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

3. Knowledge of and skill in administering basic life support systems.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

4. Ability to plan and supervise the firefighting and rescue duties of others at the scene of an emergency.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

12

Revision Date: September 1, 2004

City of Hampton PERSONNEL ADMINISTRATIVE PROCEDURES

5. Knowledge of the City of Hampton's Incident Management System.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

6. Knowledge of Personnel Policies Manual rules and regulations, SOP's, and related city codes.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

7. Ability to communicate effectively both orally and in writing.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

8. Ability to supervise the work of subordinate personnel.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

9. Ability to understand and carry out oral and/or written instructions.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

10. Demonstrates an effective decision-making ability and shows good judgment.

0		.5		1.0		1.5		2.0		2.5
	.25		.75		1.25		1.75		2.25	

Total of Points – Items one (1) through ten (10) _____

Comments: _____

Signature _____

Date _____

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

13

Revision Date: September 1, 2004

City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

ATTACHMENT C

FIRE AND RESCUE DIVISION ORAL BOARD RATING SHEET

CANDIDATE'S NAME _____

TITLE OF POSITION _____

DATE _____

RATING SCALE

0 - .2 Unsatisfactory

.25 – .75 Satisfactory

.8 – 1.0 Outstanding

PART I.

1. **APPEARANCE, MANNER, AND BEARING:** Will they help or hinder the candidate in this position; in contact with civic groups, citizens, and the public he/she serves?

0		.1		.2		.3		.4		.5		.6		.7		.8		.9		1.0
	.05		.15		.25		.35		.45		.55		.65		.75		.85		.95	

2. **ABILITY TO PRESENT IDEAS:** Is it adequate for the position? Does the candidate have the ability to express himself/herself in a logical, convincing, persuasive manner? Or does he/she ramble, get confused, talk vaguely, or become verbose?

0		.1		.2		.3		.4		.5		.6		.7		.8		.9		1.0
	.05		.15		.25		.35		.45		.55		.65		.75		.85		.95	

3. **ALERTNESS:** Does the candidate grasp ideas quickly and do the responses indicate that he/she would quickly understand the problems in this job? Or does he/she appear to be slow to understand and would only grasp the more obvious points?

0		.1		.2		.3		.4		.5		.6		.7		.8		.9		1.0
	.05		.15		.25		.35		.45		.55		.65		.75		.85		.95	

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

14

Revision Date: September 1, 2004

City of Hampton

PERSONNEL ADMINISTRATIVE PROCEDURES

4. **JUDGEMENT:** Does the candidate separate important from unimportant; consider all facts before arriving at a decision; know when to act; when to acquire more information before acting; know what situations justify departure from policy? Would you trust his/her judgment in this job?

0	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0
	.05	.15	.25	.35	.45	.55	.65	.75	.85	.95

5. **SUPERVISORY CAPABILITIES:** Does the candidate appear to have the ability to evaluate objectively the areas of his/her responsibility; to plan and direct the activities of subordinates; to implement willingly needed changes in procedure or policy? Can he/she effectively support the goals, objectives, and policies of the Fire and Rescue Division?

0	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0
	.05	.15	.25	.35	.45	.55	.65	.75	.85	.95

6. **INITIATIVE, DRIVE, AND INTEREST:** Does the candidate exhibit positive interest in the position; carry the conversation adequately and ask questions when necessary; show energy and ambition; feel he/she could make a contribution? Could he/she take command of a situation if called upon?

0	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0
	.05	.15	.25	.35	.45	.55	.65	.75	.85	.95

7. **MATURITY AND EMOTIONAL STABILITY:** Will the candidate be at ease, friendly, confident, tactful, and adaptable in dealing with citizens, public officials, civic and business leaders, and subordinates? Or would he/she tend to be submissive, overbearing, or impatient under trying conditions?

0	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0
	.05	.15	.25	.35	.45	.55	.65	.75	.85	.95

8. **TECHNICAL KNOWLEDGE:** Is it adequate for the position? Does the candidate respond to the panel's interview questions correctly without hesitation?

0	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0
	.05	.15	.25	.35	.45	.55	.65	.75	.85	.95

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.
8

PAI No.
2

Page No.
15

Revision Date: September 1, 2004

City of Hampton

PERSONNEL ADMINISTRATIVE PROCEDURES

PART II. KNOWLEDGES, SKILLS, AND ABILITIES:

Based on information obtained from the interview, rate the applicant on each knowledge, skill, and/or ability described below:

1. Knowledge of Fire & Rescue Division's community involvement activities.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

2. Thorough knowledge of fire methods and administration.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

3. Thorough knowledge of all laws governing fire operations.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

4. Thorough knowledge of departmental rules and regulations.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

5. Good supervisory skills.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

6. Good oral communication skills.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

7. Ability to deal tactfully with the public.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

8. Ability to establish and maintain harmonious working relationships with others.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

16

Revision Date: September 1, 2004

City of Hampton

PERSONNEL ADMINISTRATIVE PROCEDURES

9. Knowledge of and skill in administering basic life support systems.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

10. Knowledge of the Fire and Rescue Division's Incident Management System.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

11. Ability to plan and supervise the firefighting and rescue duties of others at the scene of an emergency.

0		.5		1.0		1.5		2.0
	.25		.75		1.25		1.75	

(1) PART I Total of Points – Items one (1) thru eight (8): _____

(2) PART II Total KSA Points one (1) thru eleven (11): _____

Total Oral Points add one (1) and two (2) above: _____

Comments: _____

Signature

Date

Approved By:

Dianne R Foster, Director – Human Resources

Chapter No.

8

PAI No.

2

Page No.

17

Revision Date: September 1, 2004